

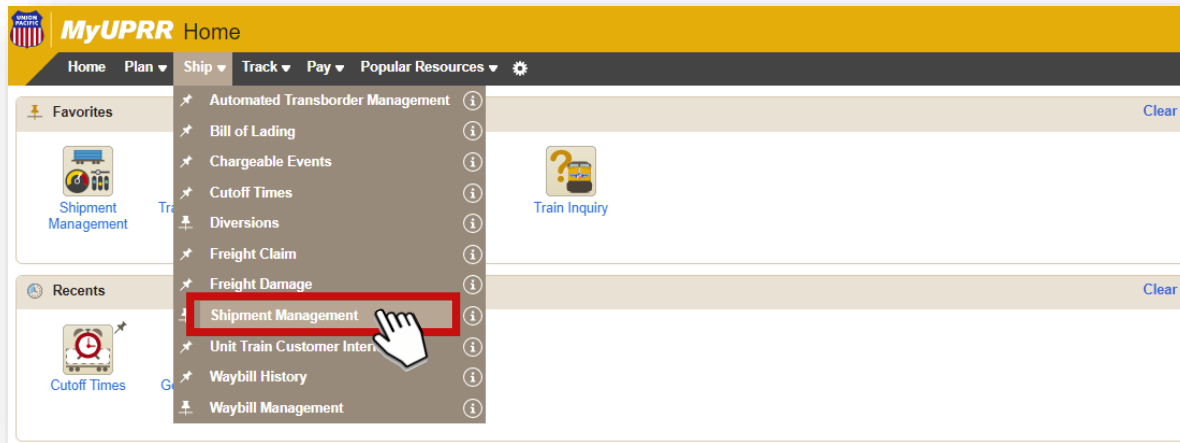


UTILIZING TEMPLATES TO CREATE A REPORT

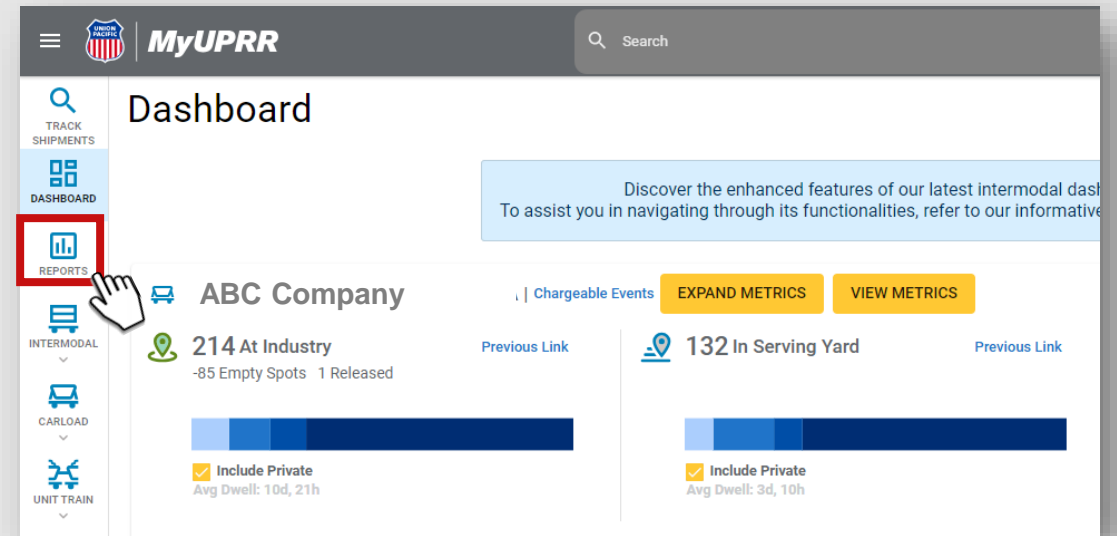
—



Access Reports with Ease



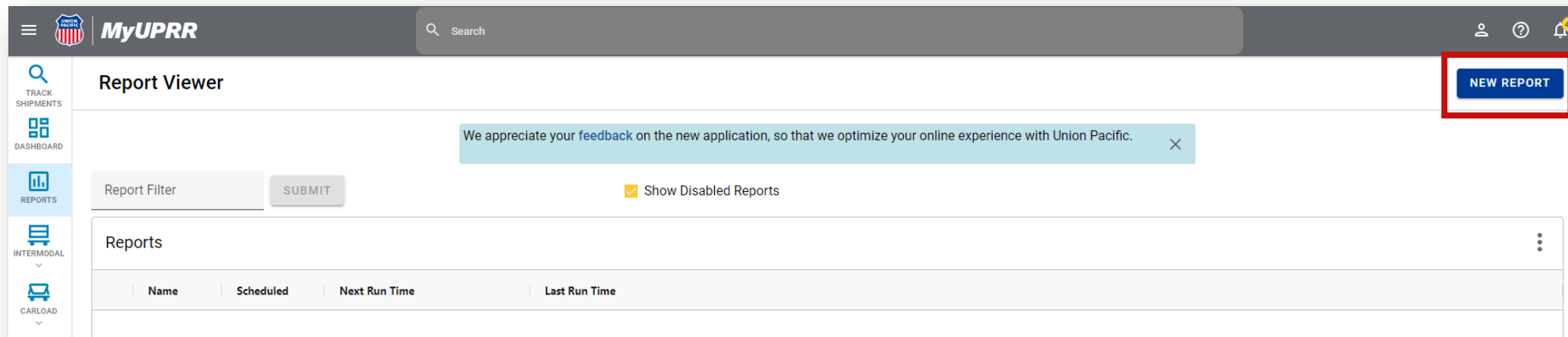
To access Reports, select **Shipment Management** on the Ship dropdown menu.



After accessing Shipment Management, navigate to **Reports** on the menu and click on it.


Effortlessly Create a New Report Utilizing Templates

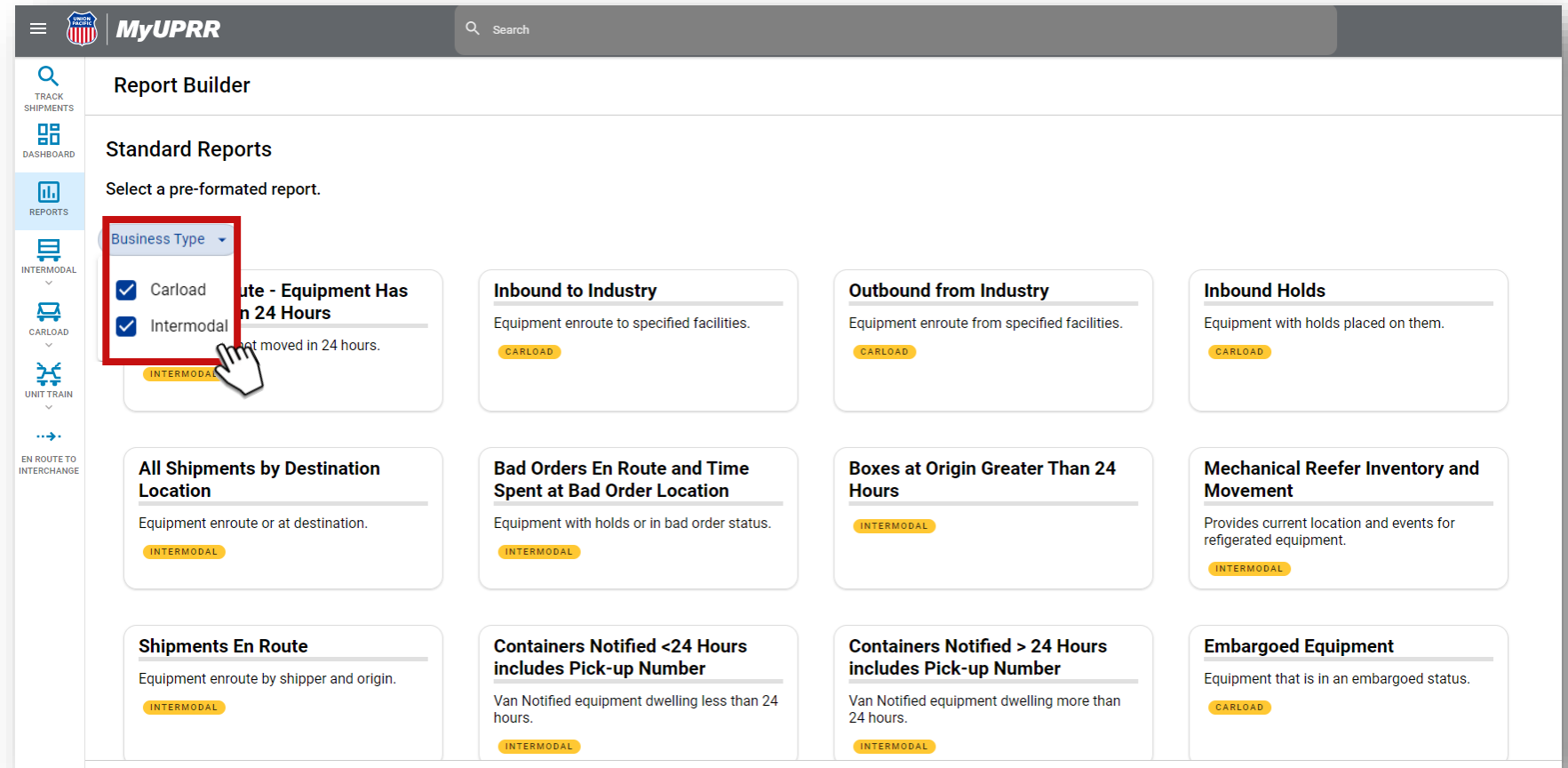
To streamline the process of creating a report, we have developed report templates that simplify the task at hand. Getting started is as easy as clicking on the **New Report** button located in the right-hand corner.



Effortlessly Create a New Report Utilizing Templates

By leveraging templates, you can save time and effort while ensuring consistency and quality in your reports. Click on the template you want to use.

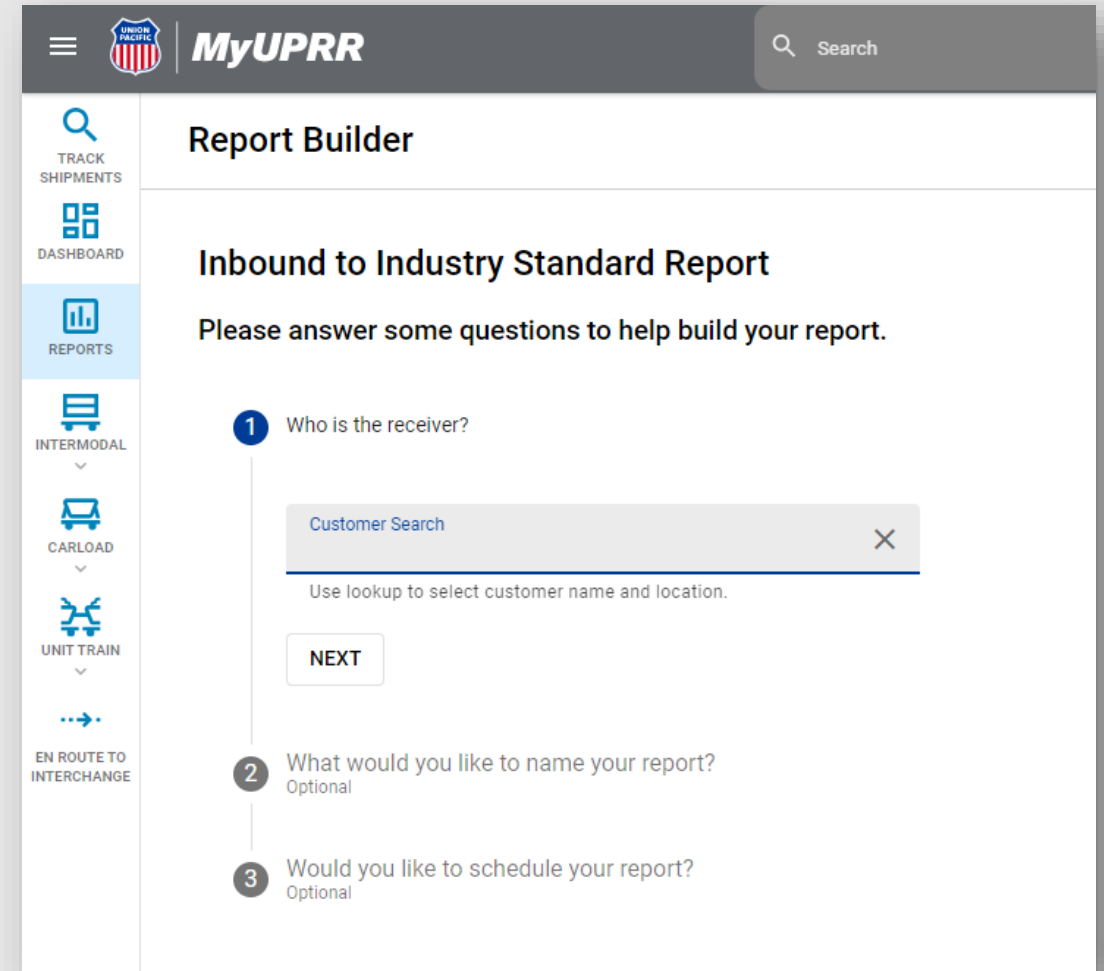
 Utilize the **Business Type** filter to easily narrow down the available templates to those that are specifically relevant to your business group.



The screenshot shows the MyUPRR Report Builder interface. The top navigation bar includes the MyUPRR logo and a search bar. The left sidebar contains navigation icons for TRACK SHIPMENTS, DASHBOARD, REPORTS, INTERMODAL, CARLOAD, UNIT TRAIN, and EN ROUTE TO INTERCHANGE. The main content area is titled 'Report Builder' and 'Standard Reports'. It prompts the user to 'Select a pre-formatted report.' A 'Business Type' dropdown menu is highlighted with a red box and a hand cursor, showing 'Carload' and 'Intermodal' selected. The main area displays a grid of report templates, each with a title, description, and a filter tag (CARLOAD or INTERMODAL). The templates include: 'Inbound to Industry', 'Outbound from Industry', 'Inbound Holds', 'All Shipments by Destination Location', 'Bad Orders En Route and Time Spent at Bad Order Location', 'Boxes at Origin Greater Than 24 Hours', 'Mechanical Reefer Inventory and Movement', 'Shipments En Route', 'Containers Notified <24 Hours includes Pick-up Number', 'Containers Notified > 24 Hours includes Pick-up Number', and 'Embargoed Equipment'.

Personalizing Your Report

- Once you have chosen a template, proceed to answer the provided set of questions to create and customize your report.
- After answering each question, click on the **Next** button to proceed.



The screenshot displays the MyUPRR web application interface. At the top, there is a navigation bar with the MyUPRR logo and a search bar. A left sidebar contains navigation icons for TRACK SHIPMENTS, DASHBOARD, REPORTS (highlighted), INTERMODAL, CARLOAD, UNIT TRAIN, and EN ROUTE TO INTERCHANGE. The main content area is titled 'Report Builder' and shows the selected report template: 'Inbound to Industry Standard Report'. Below the title, it prompts the user to 'Please answer some questions to help build your report.' The first question is '1 Who is the receiver?', which includes a 'Customer Search' input field with a search icon and a close button (X). Below the input field, there is a note: 'Use lookup to select customer name and location.' and a 'NEXT' button. The second question is '2 What would you like to name your report?' with the label 'Optional'. The third question is '3 Would you like to schedule your report?' with the label 'Optional'.

Scheduling Your Report

The screenshot shows the 'Report Builder' interface for 'MyUPRR'. The main heading is 'Inbound to Industry Standard Report'. Below this, it says 'Please answer some questions to help build your report.' There are three numbered steps: 1. 'Who is the receiver?' (completed), 2. 'What would you like to name your report?' (Optional, completed), and 3. 'Would you like to schedule your report?' (Optional, current step). Under step 3, there is a 'Select Days' dropdown menu with three options: 'Weekdays', 'Everyday', and 'Custom'. A red box highlights the 'Weekdays' option, and a red arrow points from it to the 'MON' button in the 'Days of Week' section. The 'Days of Week' section shows buttons for SUN, MON, TUE, WED, THU, FRI, and SAT. The 'MON' through 'FRI' buttons have checkmarks. Below this are two dropdown menus: 'Send Every' and 'End Time'. At the bottom, there are input fields for 'User Id' (with the placeholder 'Your User ID') and 'Email' (with the placeholder 'Your Email Address'), and a 'SUBMIT' button.

Here are some useful tips to consider when scheduling your report:

- When selecting the days of the week, you have three options to choose from:
 - Weekdays
 - Everyday
 - Custom
- Selecting weekdays or everyday will automatically check the corresponding days.
- If you opt for the custom option, you will need to manually select the specific days of the week.

Scheduling Your Report

The screenshot shows the 'Report Builder' interface for 'MyUPRR'. The page title is 'Report Builder' and the report type is 'Inbound to Industry Standard Report'. The instructions state: 'Please answer some questions to help build your report.' There are three steps: 1. 'Who is the receiver?' (completed), 2. 'What would you like to name your report?' (Optional, completed), and 3. 'Would you like to schedule your report?' (Optional). The scheduling section includes a 'Select Days' dropdown set to 'Weekdays', a 'Days of Week' row with buttons for SUN, MON, TUE, WED, THU, FRI, and SAT (MON-FRI are checked), and a red-bordered box containing 'Start Time', 'Send Every', and 'End Time' dropdown menus. Below this are fields for 'Format' (set to CSV), 'User Id' (Your User ID), and 'Email' (Your Email Address), followed by a 'SUBMIT' button.

- Select the desired time for receiving your report. The following are two common scenarios:

1. To receive the report once a day:

- Start Time = the time you want to receive the report (e.g., 8:00 AM)
- Send Every = 24 hours
- End Time = the time you want to receive the report (e.g., 8:00 AM)

2. To receive the report multiple times a day:

- Start Time = the time you want to start receiving reports (e.g., 8:00 AM)
- Send Every = the hours between reports (e.g., 4 hours)
- End Time = the time you want to stop receiving reports (e.g., 5:00 PM)

Scheduling Your Report

MyUPRR Search

Report Builder

Inbound to Industry Standard Report

Please answer some questions to help build your report.

- Who is the receiver?
- What would you like to name your report?
Optional
- Would you like to schedule your report?
Optional

Select Days: Weekdays

Days of Week: SUN, MON, TUE, WED, THU, FRI, SAT

Start Time: [Dropdown] Send Every: [Dropdown] End Time: [Dropdown]

Format: CSV

User Id: Your User ID

Email: Your Email Address

SUBMIT

- Choose the desired format for receiving the report:
- CSV
- HTML
- EXCEL

- Your user ID and email address will automatically populate in the corresponding fields.

- Once you have made your selection, click on the **SUBMIT** button to proceed.

Reviewing Your Report Selections

If you wish to make any changes, select the **EDIT** option in the corresponding section.

The screenshot displays the 'Report Builder' interface in the MyUPRR system. The top navigation bar includes the MyUPRR logo, a search bar, and user profile icons. A left sidebar contains navigation options: TRACK SHIPMENTS, DASHBOARD, REPORTS (highlighted), INTERMODAL, CARLOAD, UNIT TRAIN, and EN ROUTE TO INTERCHANGE. The main content area is divided into four sections, each with an 'EDIT' button:

- Report name will be:** Inbound to Industry
- Columns will be:** Equipment ID, Load/Empty, System Car Kind, Commodity Description, Shipper Name, Origin City-State, Equipment Status, Last Accomplished Event, Train ID, Last Accomplished Event Road, Last Accomplished Event City-State, Last Accomplished Event Date/Time, Estimated Time of Arrival Date/Time
- Is filtered by:** Status is Inactive [Excludes], Last Accomplished Event Date/Time is 8760 hours [Less than]
- Is grouped by:** Consignee Name

At the bottom, a row of action buttons is visible: BACK, PREVIEW, SAVE, and SAVE AND CLOSE. Red arrows point from the text instructions to the 'EDIT' buttons and the 'SAVE AND CLOSE' button.

Click the **BACK** button to navigate to the previous page.

Click on the **PREVIEW** button to display a preview of the report before running or generating it. This allows you to preview the layout, formatting, and data to ensure it meets your expectations.

Click the **SAVE** button to save your report, preserving all the selected settings and configurations.

Click on the **SAVE AND CLOSE** button to save your report and close the editing interface. You will be directed back to the main Reports page.

Report Creation Success!

Congratulations on successfully creating your report!

You can now find your report conveniently listed on the Report Viewer page.

This page serves as a central hub where you can easily access and manage your reports.

The screenshot shows the MyUPRR Report Viewer interface. At the top, there is a search bar and a notification: "We appreciate your feedback on the new application, so that we optimize your online experience with Union Pacific." Below the notification is a "Report Filter" section with a "SUBMIT" button and a checked checkbox for "Show Disabled Reports". The main content area is titled "Reports" and contains a table with the following data:

Name	Scheduled	Next Run Time	Last Run Time
▼ Inbound to Industry	Yes	Mar 16, 2024, 8:00 AM CDT	Mar 15, 2024, 1:21 PM CDT

Two yellow callout boxes provide additional information: one points to the "Next Run Time" column, and another points to the "Last Run Time" column.

Next Run Time shows the date and time when the next scheduled run of the report will occur.

Last Run Time indicates the date and time when the report was last generated.

Understanding the Report Viewer

The screenshot shows the MyUPRR Report Viewer interface. A blue callout box points to the 'Report Filter' input field, stating: 'Find reports easily by entering characters from the report name and submit.' A green callout box points to the 'Show Disabled Reports' checkbox, stating: 'Uncheck box to remove the disabled reports from your view.' A red callout box highlights the action menu for the 'Inbound to Industry' report, listing: RUN, CLONE, EDIT, PREVIEW, DISABLE, and DELETE.

Report Viewer

Report Filter SUBMIT

Show Disabled Reports

Name	Scheduled	Next Run Time	Last Run Time
<input checked="" type="checkbox"/> Inbound to Industry	Yes	Mar 16, 2024, 8:00 AM CDT	Mar 15, 2024, 1:21 PM CDT

- RUN
- CLONE
- EDIT
- PREVIEW
- DISABLE
- DELETE

By clicking the dropdown arrow next to the report name, a list of actions will appear. Here's a breakdown of the actions you can perform:

Run: Manually execute the report, and the results will be delivered directly to your email.

Clone: Share a copy of the report with your co-workers.

Edit: Make changes to your existing report.

Preview: display a preview of the report before running or generating it.

Disable/Enable: If you no longer wish to receive automated delivery of the report, you can choose to disable it. Conversely, selecting enable will resume the automated delivery.

Delete: If you no longer require the report, you have the option to permanently delete it. Please exercise caution when using this action, as it cannot be undone.